

**QUEENS LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, FEBRUARY 21, 2019**

Central Library  
89-11 Merrick Boulevard, Jamaica, NY 11432

**AGENDA**

**6:30 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. Roll Call**

**II. Approval of BOT Minutes**

1. Approval of Minutes of the Board of Trustees Meeting (ID # 1934)

**III. Report of the Chairman of the Board**

**IV. Committee Reports**

**A. Buildings & Grounds Committee - February 24, 2019**

1. Approval of the Building & Grounds Committee Report (ID # 1936)

**B. Finance & Investments Committee - February 21, 2019**

1. Approval of Finance and Investments Committee Report (ID # 1931)

**V. President's Report**

1. Key Performance Indicators Report January 2019 (ID # 1935)

**VI. Other Business**

1. BOT Committee Assignments 2019 \*UPDATED\* (ID # 1941)

**VII. Adjournment**

1. Motion to Adjourn (ID # 1933)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1934

*AGENDA:* Approval of Minutes of the Board of Trustees Meeting

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### **Recommended Motion for Consideration:**

*I move that the Minutes of the Board of Trustees and Committee meetings be approved as submitted.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1936

*AGENDA:* Approval of the Building & Grounds Committee Report

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### **Recommended Motion for Consideration:**

*I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1931

*AGENDA:* Approval of Finance and Investments Committee Report

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**Recommended Motion for Consideration:**

*I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1935

*AGENDA:* Key Performance Indicators Report January 2019

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### Attachments:

Key Performance Indicators Report - February 2019(PDF)

## President's Report: January 2019

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Arverne	18,944	5.07%	6,539	-13.65%	664	-36.64%	2,202	104.08%	
Astoria	7,630	16.85%	6,599	-6.85%	1,022	-35.96%	849	-9.10%	
Auburndale	12,246	-0.38%	5,709	9.22%	841	49.38%	1,575	-41.88%	
Baisley Park	4,152	0.19%	5,857	19.90%	1,893	325.39%	2,536	71.93%	
Bayside	23,076	-0.01%	12,794	10.12%	1,297	55.89%	3,608	-19.64%	
Bay Terrace	7,177	-7.42%	5,929	-10.91%	527	21.43%	829	-22.81%	
Bellerose	9,448	-8.84%	7,961	9.52%	467	40.66%	1,956	-32.81%	1,2
Briarwood	10,962	-2.76%	9,770	12.40%	2,198	18.36%	2,896	-34.88%	
Broadway	15,726	7.14%	20,651	17.35%	6,186	226.96%	6,686	-24.04%	
Broad Channel	5,001	-5.53%	1,533	4.57%	44	22.22%	68	100.00%	
Cambria Heights	5,108	-10.01%	12,850	-7.91%	4,682	70.07%	1,647	114.73%	
Corona	12,850	-11.27%	19,146	10.16%	4,215	41.63%	4,109	4.13%	
Court Square	7,156	20.94%	8,619	8.40%	1,042	-18.34%	1,305	61.91%	
Douglasston	8,781	-5.69%	7,839	2.42%	1,121	334.50%	4,813	270.80%	
East Elmhurst	30	-99.09%		-100.00%				-100.00%	1,2
East Flushing	8,202	-6.78%	6,084	7.66%	897	49.00%	1,266	18.65%	
Elmhurst	42,187	-18.23%	41,354	84.43%	1,779	27.53%	12,656	49.95%	
Far Rockaway	4,451	-37.12%	7,064	-35.05%	409	-27.99%	1,019	-61.78%	1
Forest Hills	29,062	0.07%	24,372	8.82%	3,008	36.42%	14,532	-16.22%	
Fresh Meadows	35,868	-9.30%	16,635	7.69%	1,618	43.31%	6,942	17.76%	
Glen Oaks	22,005	-3.40%	13,668	22.35%	5,132	124.10%	11,565	38.11%	
Glendale	3,659	-43.49%	6,110	36.29%	292	-93.82%	522	-43.26%	1,2
Hillcrest	12,669	10.89%	8,157	9.99%	420	35.92%	1,572	94.07%	
Hollis	5,730	-6.16%	6,848	19.47%	428	60.90%	1,548	48.42%	
Howard Beach	8,295	3.51%	6,952	20.78%	669	502.70%	3,514	8.29%	
Jackson Heights	25,887	-10.73%	29,032	-4.22%	3,430	131.13%	3,734	-5.11%	
Kew Gardens Hills	24,860	-16.64%	15,489	8.34%	972	-0.61%	1,970	-14.90%	2
Langston Hughes	5,237	13.38%	10,395	11.18%	2,119	345.17%	1,844	50.65%	
Laurelton	5,219	-5.50%	9,656	27.72%	2,478	141.76%	2,962	96.81%	
Lefferts	8,226	-8.52%	9,740	-0.53%	529	-31.57%	5,302	1.61%	
Lefrak City	6,987	0.78%	10,405	-0.88%	931	84.72%	1,128	-63.47%	
Long Island City	7,424	-15.67%	10,531	-3.33%	3,677	29.65%	5,253	-17.28%	
Maspeth	14,488	-4.25%	9,626	-3.86%	1,010	17.17%	2,509	-19.43%	
McGoldrick	10,662	4.37%	9,487	44.18%	938	50.56%	3,259	48.47%	2
Middle Village	6,573	18.13%	4,087	20.03%	586	110.79%	943	23.27%	
Mitchell-Linden	15,615	-11.90%	11,057	-1.04%	769	-43.58%	3,711	9.63%	
North Forest Park	11,403	-5.09%	7,625	8.05%	592	44.74%	884	-30.06%	
North Hills	8,653	-6.86%	7,234	-4.20%	803	24.50%	1,865	33.21%	
Ozone Park	7,220	-11.36%	8,738	2.93%	76	-82.16%	1,037	-6.58%	

## President's Report: January 2019

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Peninsula	14,387	-2.32%	11,614	9.59%	542	20.44%	1,608	83.77%	
Pomonok	6,798	7.41%	6,194	1.24%	1,243	-4.82%	1,103	48.05%	
Poppenthusen	6,595	5.57%	5,540	10.80%	883	158.94%	1,103	-25.02%	
Queensboro Hill	8,035	-1.30%	10,378	-7.17%	2,104	59.39%	1,285	27.99%	
Queens Village	6,516	2.91%	6,981	3.99%	1,699	27.08%	996	-44.30%	
Rego Park	14,989	-1.01%	14,273	-1.96%	691	-21.21%	1,596	-2.80%	
Richmond Hill	9,131	-12.58%	8,134	-16.62%	5,804	39.18%	4,246	-1.89%	
Ridgewood	11,561	-0.59%	23,110	27.40%	3,088	40.05%	3,827	98.81%	
Rochdale Village	4,876	-19.75%	10,040	5.83%	260	-47.05%	1,810	-19.95%	
Rosedale	4,761	2.15%	6,679	-2.18%	656	72.18%	3,099	21.10%	
Seaside	7,021	-2.61%	6,651	25.99%	667	-20.78%	1,125	-29.02%	
South Hollis	4,825	5.37%	8,800	0.08%	571	285.81%	4,119	0.41%	
South Jamaica	3,316	-22.40%	5,506	-11.34%	831	5.32%	612	-53.98%	1,2
South Ozone Park	5,311	-0.19%	5,472	4.81%	123	-37.24%	1,524	32.18%	
St. Albans	4,933	-1.50%	6,781	-2.43%	445	-12.57%	585	40.96%	1
Steinway	2,633	-85.61%		-100.00%		-100.00%		-100.00%	1
Sunnyside	16,032	-7.98%	18,310	2.35%	2,036	23.10%	4,568	-22.90%	
Whitestone	10,713	-0.13%	7,283	6.82%	1,637	8.84%	5,339	14.62%	2
Windsor Park	13,643	7.12%	10,017	9.38%	883	123.54%	2,766	26.30%	
Woodhaven	11,433	0.00%	8,366	-14.05%	1,883	-8.77%	2,069	44.89%	
Woodside	10,392	190.85%	12,262	853.50%	2,027	3653.70%	3,888	1269.01%	2
<b>Community Libraries Total</b>	<b>656,774</b>	<b>-6.85%</b>	<b>614,533</b>	<b>6.21%</b>	<b>87,834</b>	<b>33.73%</b>	<b>173,884</b>	<b>2.73%</b>	
Central Library Adult Learning Center	70	-68.04%	N/A	N/A	254	-16.45%	N/A	N/A	4
Elmezzzi LIC Adult Learning Center	121	-20.92%	3,880	-37.58%		-100.00%	N/A	N/A	
Elmhurst Adult Learning Center	202	-38.97%	N/A	N/A	972	-37.37%	N/A	N/A	4
Flushing Adult Learning Center	431	-13.63%	6,415	-25.68%	1,193	-45.57%	1,008	2.02%	
Jackson Heights Adult Learning Center	90	-25.62%	N/A	N/A	1,054	-31.34%	88	158.82%	4,5
Peninsula Adult Learning Center	50	-26.47%	N/A	N/A	4,688	173.03%	N/A	N/A	4
Rochdale Adult Learning Center	123	-15.17%	N/A	N/A	796	-49.01%	N/A	-100.00%	4
Steinway Adult Learning Center	14	1300.00%	N/A	N/A	N/A	N/A	N/A	N/A	4,5
<b>Adult Learning Center Total</b>	<b>1,101</b>	<b>-28.37%</b>	<b>10,295</b>	<b>-30.66%</b>	<b>8,957</b>	<b>-7.50%</b>	<b>1,096</b>	<b>5.79%</b>	
Central Adult Fiction	5,989	-8.19%							
Central Adult Fiction - Ask at Desk	2,656	1.18%							
Central Adult Non-Fiction	14,693	-2.03%							
Central Adult Non-Fiction - Ask at Desk	7,806	-0.33%							
Central International Languages	1,320	9.73%							
Central International Languages - Ask at Desk	256	15.32%							

President's Report: January 2019

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Central Library Current Collection	2,537	-13.15%							
Central Library Fine Arts/Media Center	27,033	-22.97%							
Central Library Others	6,389	-0.61%							
Central Library Hot Picks	3,529	-29.35%							
Central Library Interloan	86	0.00%							
Central Library Job Info Center	190	-1.55%							
Central Library Young Adult Room	3,843	-10.21%							
Children's Library Discovery Center	17,402	-23.26%	18,504	-18.48%	1,705	-47.02%	3,506	20.94%	
<b>Central Total</b>	<b>90,819</b>	<b>-15.31%</b>	<b>101,690</b>	<b>-7.45%</b>	<b>6,560</b>	<b>-19.77%</b>	<b>27,900</b>	<b>14.59%</b>	<b>3</b>

Flushing	61,845	-15.14%							
Flushing IRC	843	-35.60%							
Flushing Job Info Center (JIC)	23	-34.29%							
Flushing Media Center	22,028	68.65%							
<b>Flushing Total</b>	<b>84,739</b>	<b>-2.92%</b>	<b>128,726</b>	<b>-0.48%</b>	<b>11,540</b>	<b>-5.63%</b>	<b>30,545</b>	<b>3.21%</b>	

E-book and E-Magazines	60,383	13.56%							
Virtual Music and Movies	57,126	25.79%							
Virtual Library Total	117,509	19.19%							
Langston Hughes Black Heritage	525	-3.31%							
Queens Village Mail-A-Book	4,295	-1.26%							
Mobile Library	2,098	295.85%							
Correctional Outreach	751	246.08%							
Miscellaneous Other	2,183	274.44%							
Miscellaneous Total	192,752	17.53%							

<b>System Total</b>	<b>958,006</b>	<b>-4.70%</b>	<b>865,279</b>	<b>2.81%</b>	<b>115,894</b>	<b>19.65%</b>	<b>232,329</b>	<b>4.09%</b>	
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Website Visits	501,961	-17.53%							
Wireless use	39,929	8.36%							
Computer Sessions	220,776	1.13%							

Notes:

- 1 - Library closed for renovation or extended emergency during a portion of the current fiscal year.
- 2 - Library closed for renovation or extended emergency during a portion of last fiscal year.
- 3 - Central Library partially closed during renovation in last fiscal year.
- 4 - ALCs are not in separate area - accurate gate count not possible
- 5 - Steinway ALC moved to Jackson Heights ALC

464	81.25%	524	X
0	-100.00%	N/A	X
176	-1.12%	334	X



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1941

*AGENDA:* BOT Committee Assignments 2019 \*UPDATED\*

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### **Recommended Motion for Consideration:**

*I move that the Board of Trustees approve the committee assignments as presented:*

Attachments:

BOT Committee Assignments 2019 - \*UPDATED\* (PDF)

**QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES - COMMITTEE ASSIGNMENTS** ~~(as of January 24, 2019)~~ **(as of February 21, 2019)**

<p align="center"><b><u>Executive Committee</u></b> (at least 7 members; 2 selected by BOT)</p> <p><b>Judy Bergtraum, Esq., Committee Chair</b> <i>[Immediate Past Chair of BOT]</i> Haeda Mihaltses <i>[Current Chair of BOT]</i> Robert Santos, Esq. <i>[Current Officer of BOT]</i> Lydon Sleeper-O'Connell <i>[Current Officer of BOT]</i> Earl G. Simons, Ed.D <i>[Current Officer of BOT]</i> Eli Shapiro, Ed.D, LCSW <i>[Current Officer of BOT]</i> James Haddad, Esq. <i>[Selected by BOT]</i> Matthew Gorton <i>[Selected by BOT]</i></p> <p><b><u>Quorum: 5</u></b></p>	<p align="center"><b><u>Audit Committee</u></b> (at least 3 members)</p> <p><b>Carl Koerner, Esq., Committee Chair</b> Judy Bergtraum, Esq Haeda Mihaltses, Esq. George Russo, Esq. Michael Rodriguez, Esq.</p> <p><b><u>Quorum: 3</u></b></p>	<p align="center"><b><u>Buildings and Grounds Committee</u></b> (at least 3 members)</p> <p><b>Julissa Gutierrez, Committee Chair</b> Judy Bergtraum, Esq Pauline Healy, Esq. Andrew Jackson James Haddad, Esq. Robert Santos, Esq. <b>Michael Rodriguez, Esq.</b> <b>Earl G. Simons, Ed.D</b></p> <p><b><u>Quorum: 5</u></b></p>
<p align="center"><b><u>Finance &amp; Investments Committee</u></b> (at least 3 members)</p> <p><b>Lydon Sleeper-O'Connell, Committee Chair</b> <i>[Current Treasurer of BOT]</i> Eli Shapiro, Ed.D, LCSW Matthew Gorton Haeda Mihaltses James Haddad, Esq. Edward Sadowsky Andrew Jackson <b>Earl G. Simons, Ed.D</b></p> <p><b><u>Quorum: 5</u></b></p>	<p align="center"><b><u>Labor Relations Committee</u></b> (at least 3members)</p> <p><b>George Russo, Esq., Committee Chair</b> Judy Bergtraum, Esq Carl Koerner, Esq. Matthew Gorton Pauline Healy, Esq.</p> <p><b><u>Quorum: 3</u></b></p>	<p align="center"><b><u>Nominating Committee</u></b> (5 members selected in November)</p> <p><b>, Committee Chair</b> <i>[Selected by Chair]</i>  <i>[Selected by Chair]</i>  <i>[Selected by BOT]</i>  <i>[Selected by BOT]</i>  <i>[Selected by BOT]</i></p> <p><b><u>Quorum:</u></b></p>

Attachment: BOT Committee Assignments 2019 - \*UPDATED\* (1941 : BOT Committee Assignments - 2019

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1933

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*